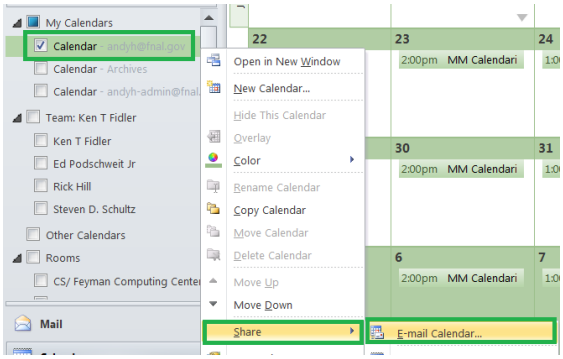
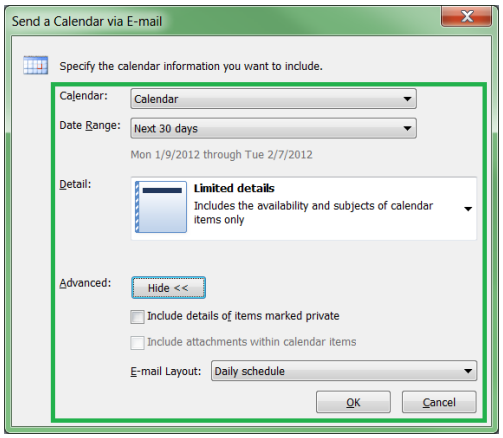
Features of Outlook 2010 Calendaring

1. Forward your calendar to an email recipient

a. Right click the calendar to share and click “Share > E-mail Calendar…”

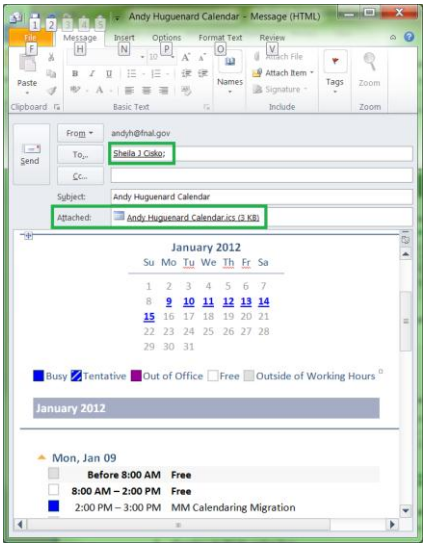


b. Select the Calendar, date range, details, optional advanced options.



c. Select the recipients you wish to receive the calendar. The recipient receives a summary view of your selected calendar events and an attached calendar file of the events that

they can view or import into their own calendar.

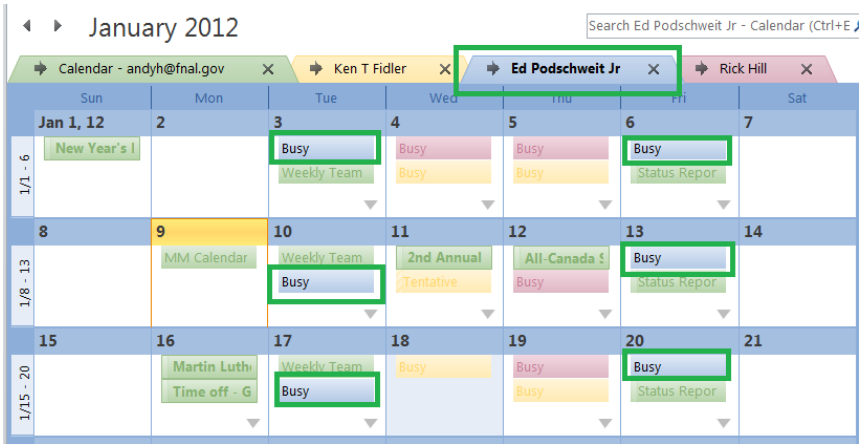


2. Overlay multiple calendars

a. Easily merge all open calendars into one instead of seeing multiple calendars side by side. Events are not physically combined into a calendar just the view in Outlook is. Open the calendars you want to view and click on the arrow to merge the calendar

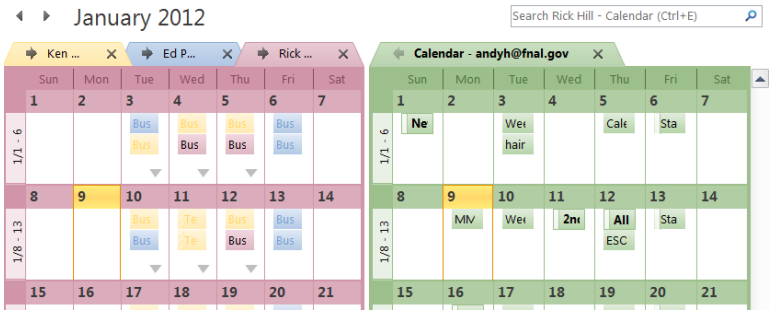
Before

After



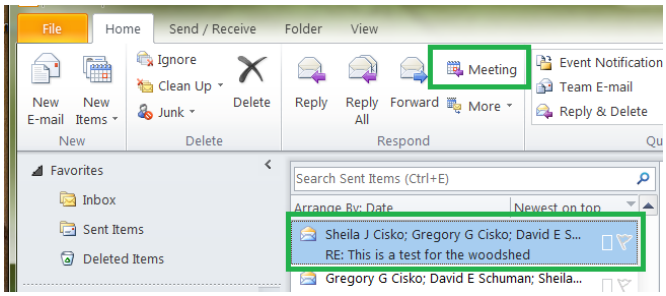
b. Click the tab of the calendar you want to view. Each users calendar is color coded and when you select that tab, the events for that user are highlighted.

c. To remove calendars from the merged calendar, just click on the arrow again and it opens in its own view.

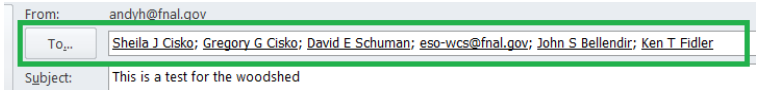


3. Schedule a meeting directly from an e-mail

a. You get an email from your group about an important topic. With the email selected, on the menu in the "Respond" section select "Meeting"

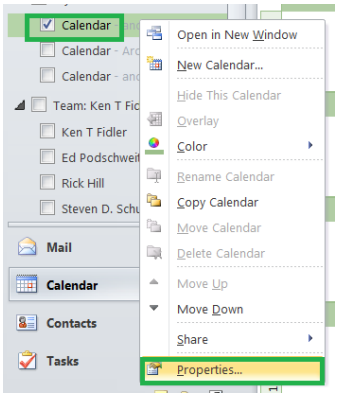


b. The meeting request opens automatically with all the recipients from the email already listed as invitees

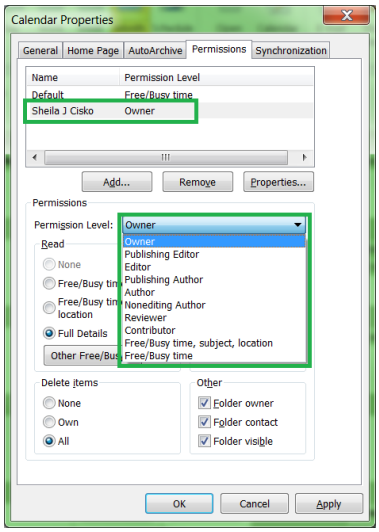


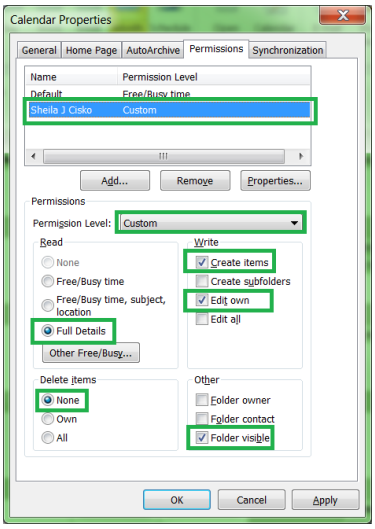
4. Share your calendar with other users so they can open it in their own Outlook Client.

a. Right click your calendar and select “Properties”.



b. Select the “Permissions” tab and add the users or groups you would like to grant special permissions to. You can select preset permissions from the pull down or select the permissions you want to grant by checking the appropriate boxes.

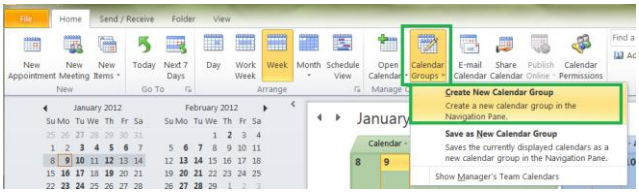




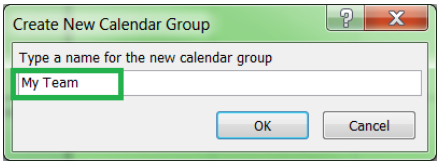
5. Create calendar groups in Outlook

For example you have access to the calendars of all members of your team or you are the delegate for a group of Resource rooms. You can create a group that has all their calendars for fast easy access.

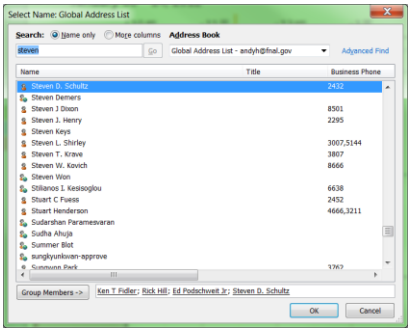
a. On the ribbon, select “Calendar Groups > Create New Calendar Group”.

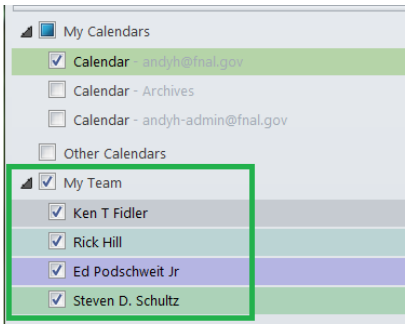


b. Enter the name you want for the group.

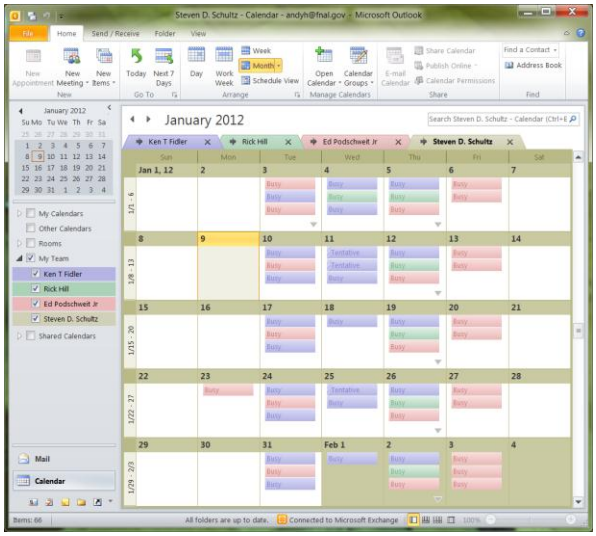


c. Select all the desired users from the Global Address List and click “OK”. The calendars will be grouped together and opened in Outlook.





d. By using the calendar overlay view, you can easily see each user or resource room in a single view for easier viewing and management.


Steven D. Schultz - Calendar - andyh@fnal.gov - Microsoft Outlook
File
Home
Send / Receive
Folder
View
New Appointment
New Meeting
New Items
Today
Next 7 Days
Day
Work Week
Week
Month
Schedule View
Open Calendar
Calendar Groups
E-mail Calendar
Share Calendar
Publish Online
Calendar Permissions
Find a Contact
Address Book
New
Go To
Arrange
Manage Calendars
Share
Find
January 2012
Search Steven D. Schultz - Calendar (Ctrl+E
Ken T Fidler
Rick Hill
Ed Podschweit Jr
Steven D. Schultz
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Jan 1, 12
2
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28
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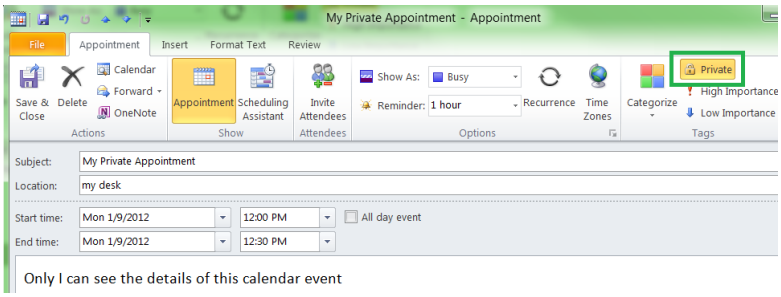
30
31
Feb 1
2
3
4
Busy
Tentative
My Calendars
Other Calendars
Rooms
My Team
Ken T Fidler
Rick Hill
Ed Podschweit Jr
Steven D. Schultz
Shared Calendars
Mail
Calendar
Items: 66
All folders are up to date.
Connected to Microsoft Exchange
100%

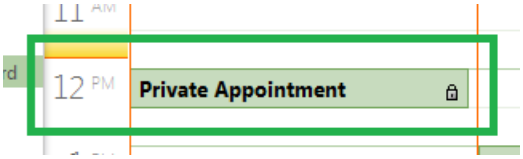
6. Create “Private” calendar events

Create “Private” calendar events that the time only shows as booked either as a “Private Appointment” or as “Busy”. Only you can open the event. Even people who have been delegated full control rights to your calendar cannot open the event that is tagged “Private”.

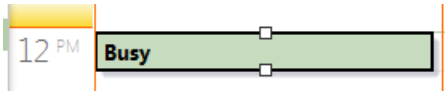
a. Create an appointment or a meeting and on the ribbon select “Private”. This meeting will now only show you as “busy” to anyone who can view your calendar, even those people who have full control access.



b. Users with “Free/Busy time, subject, location” or “Full Details” permissions to your calendar will only be able to see the time as “Private Appointment”. They cannot open the event.

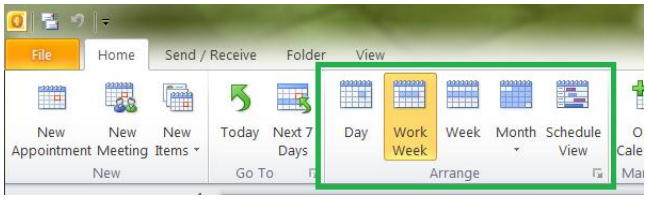


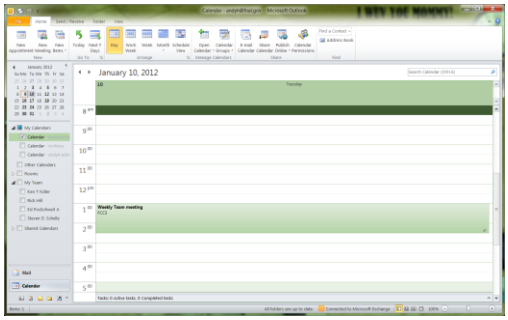
c. Users who have only Free\Busy permissions of your calendar will only see the time as Busy”. They cannot open the event.

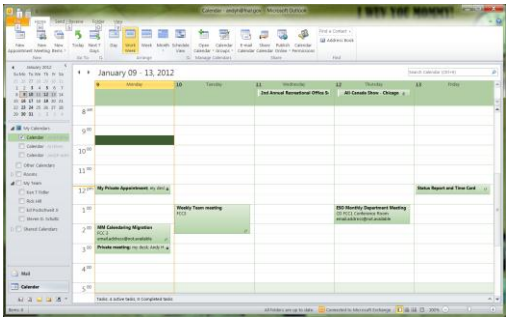


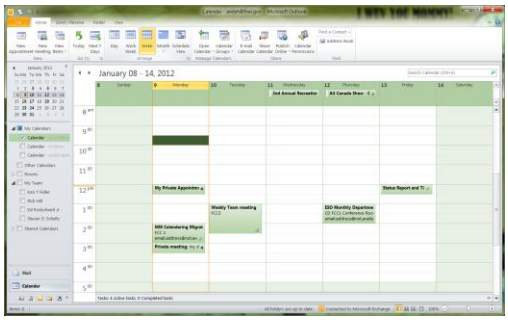
7. Calendar Views

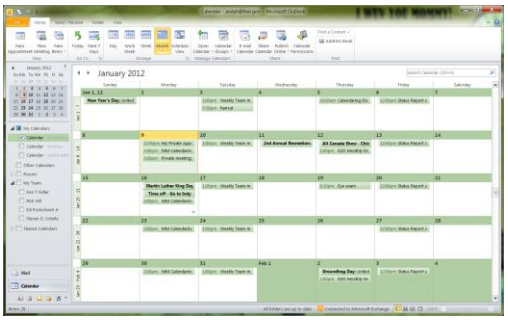
You have multiple view of your calendar to choose from; Day, Week, Month, Schedule view. From the ribbon select the view you want to use.

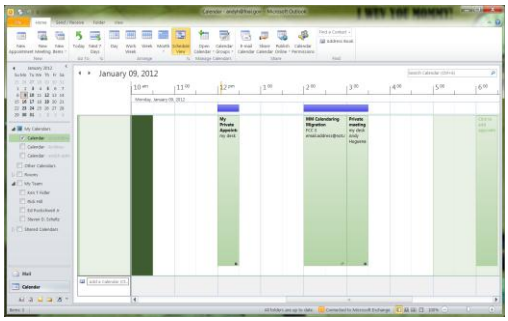








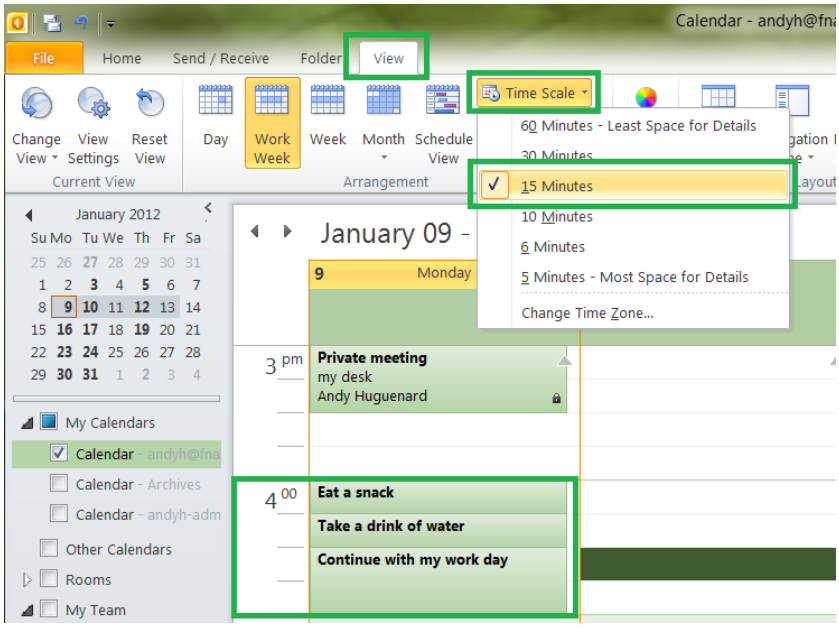




8. Set the time scale

If you like to see your schedule details in 5, 10, 15, 30 or 60 minute intervals, you can view your calendar in that time scale, up to 60 minutes.

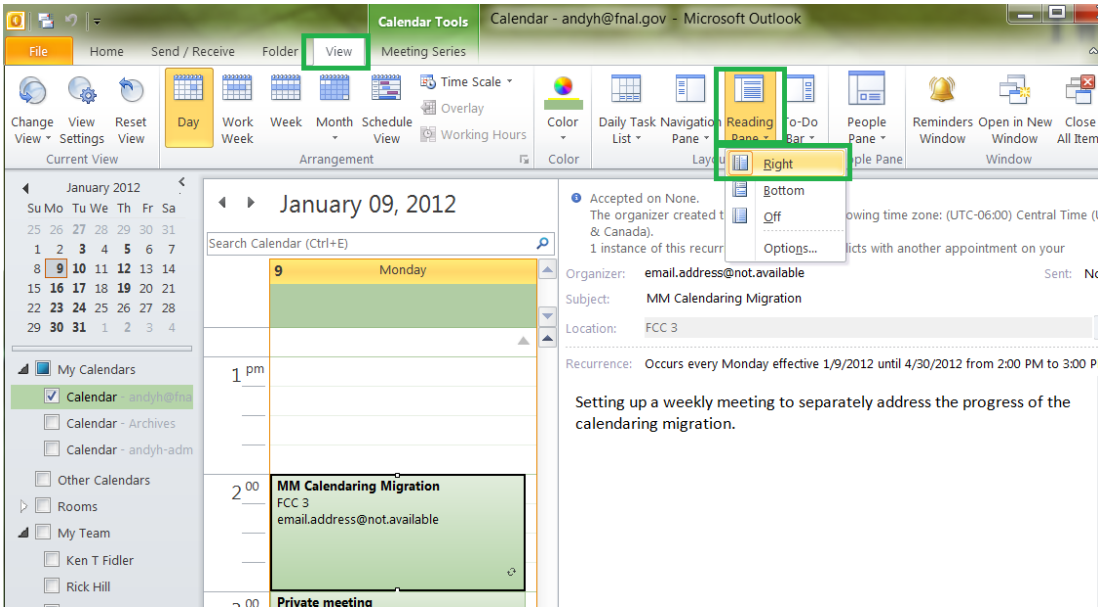
a. On the ribbon in the “View” tab, click “Time Scale” and select the appropriate scale.



9. Reading pane

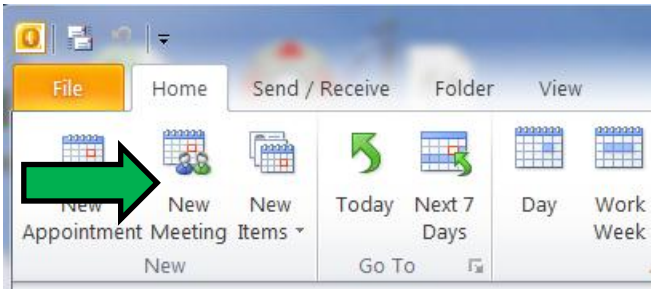
You can open a reading pane to the right or bottom of your calendar to preview a calendar event.

a. On the ribbon select the “View” tab. Click “Reading Pane” and select the location you want.

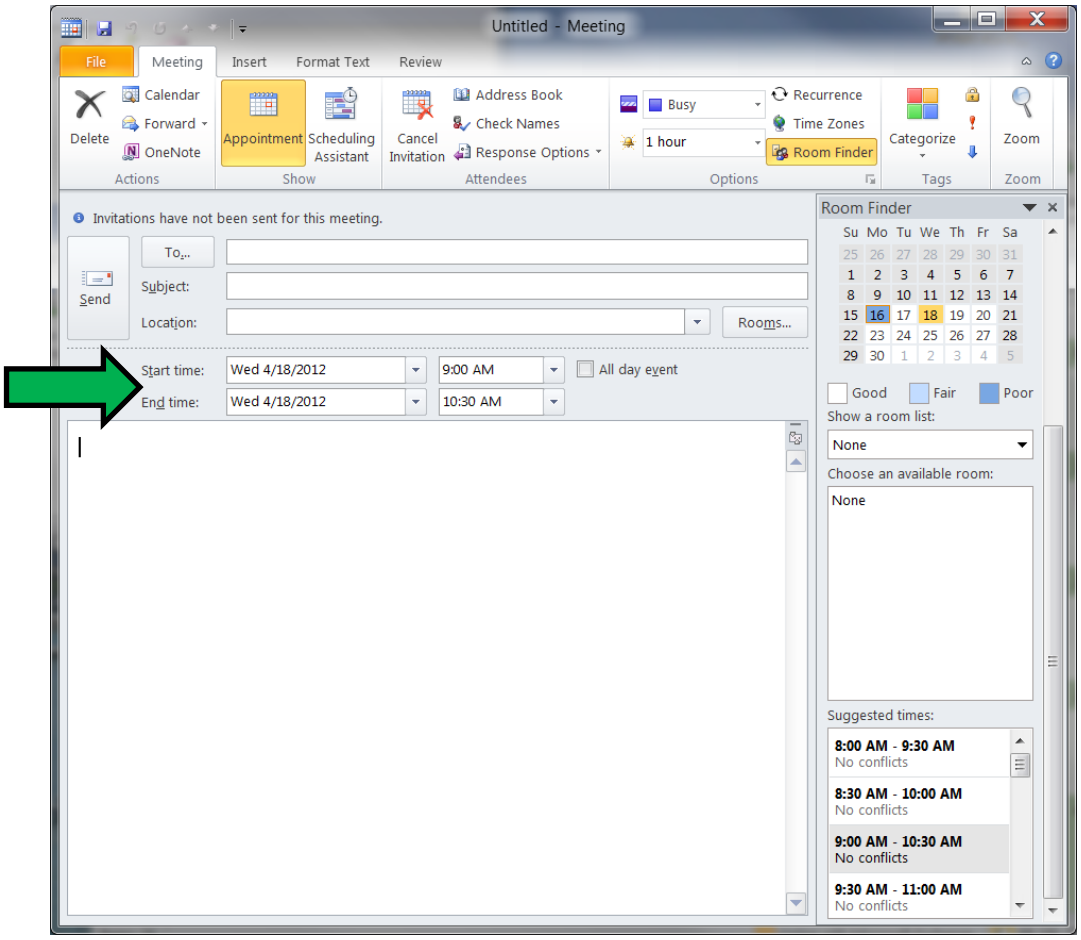


10. Find a conference room for your meeting

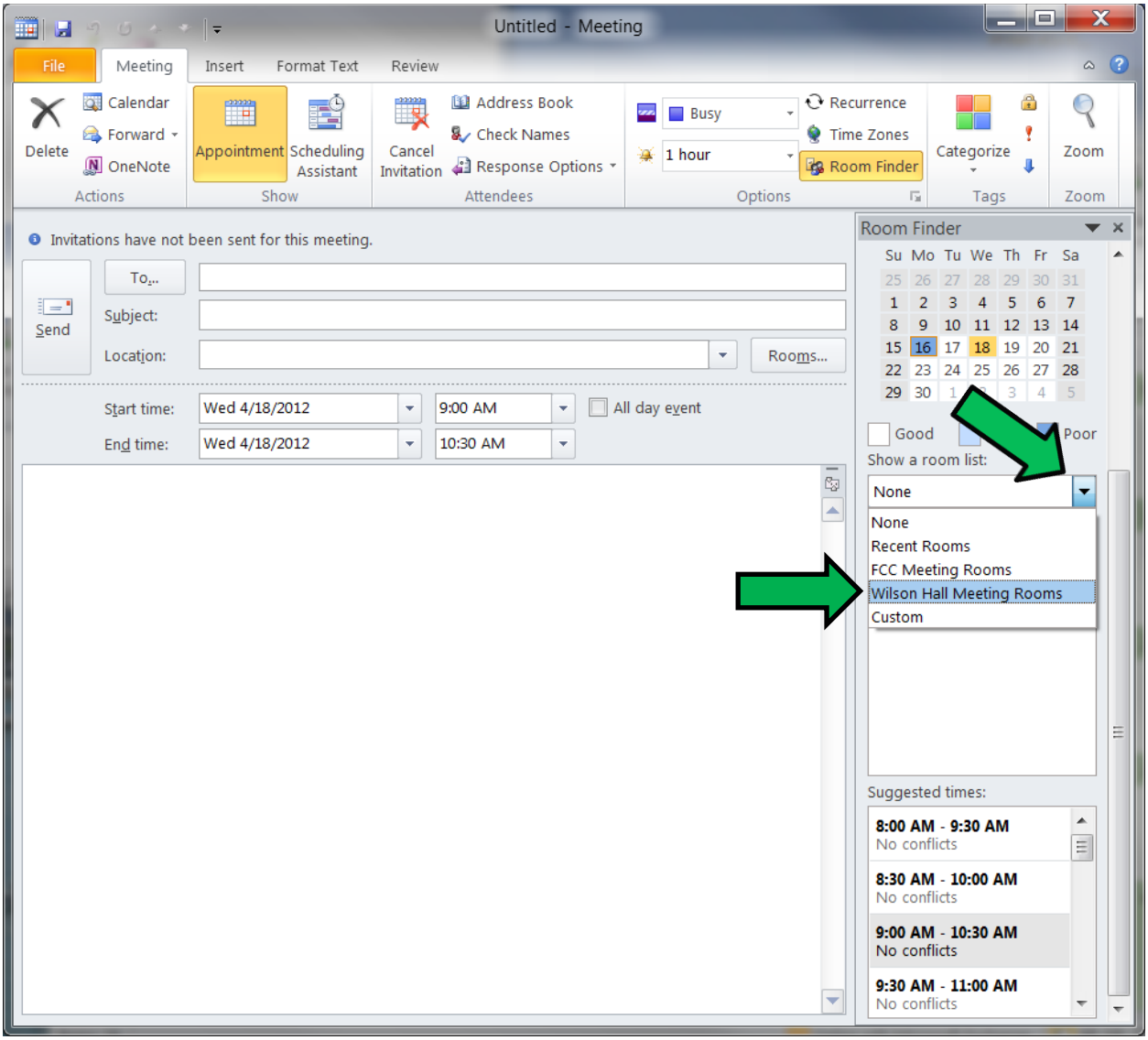
a. Click “New Meeting”.



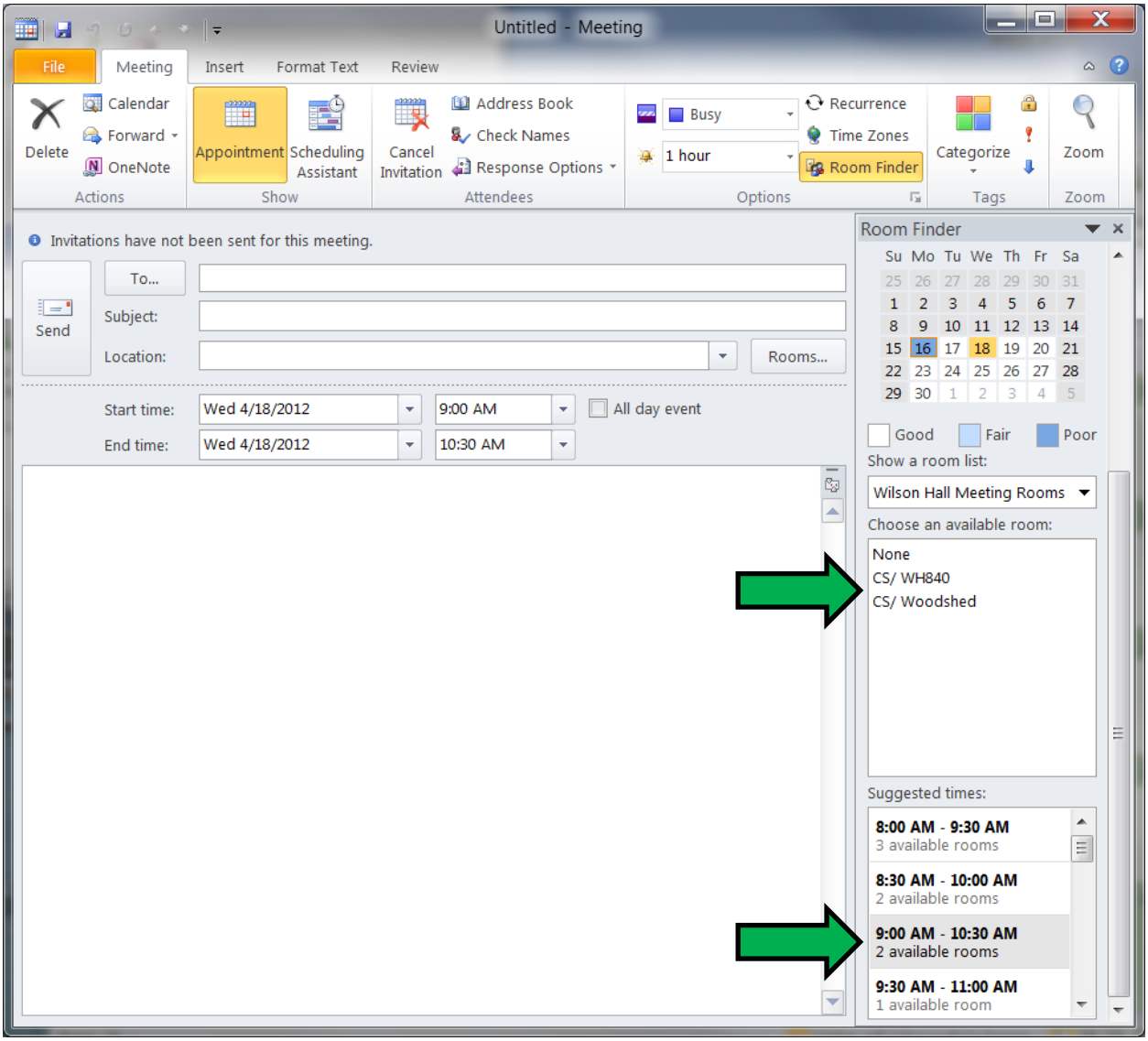
b. Enter “Start time” and “End time”.



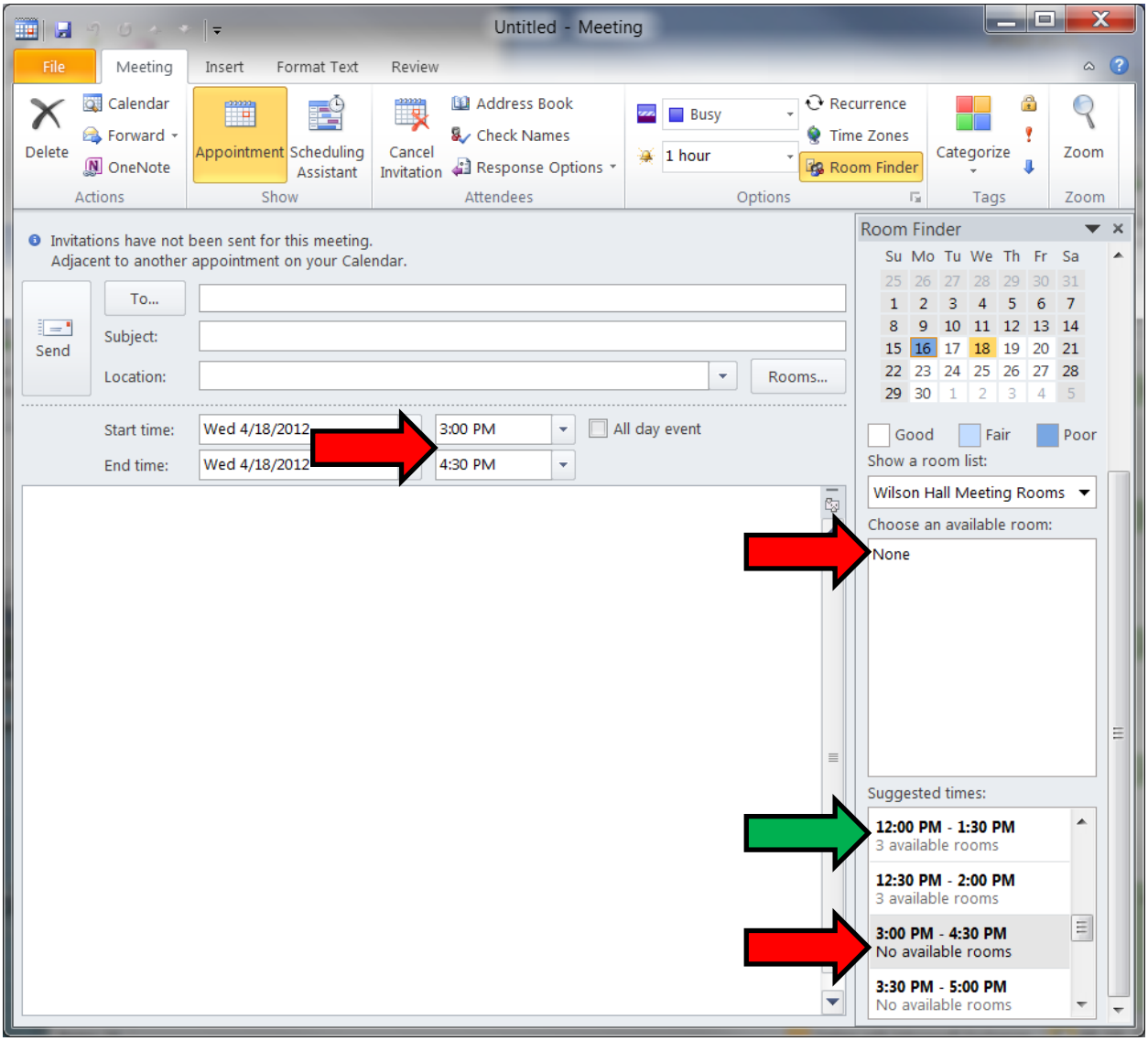
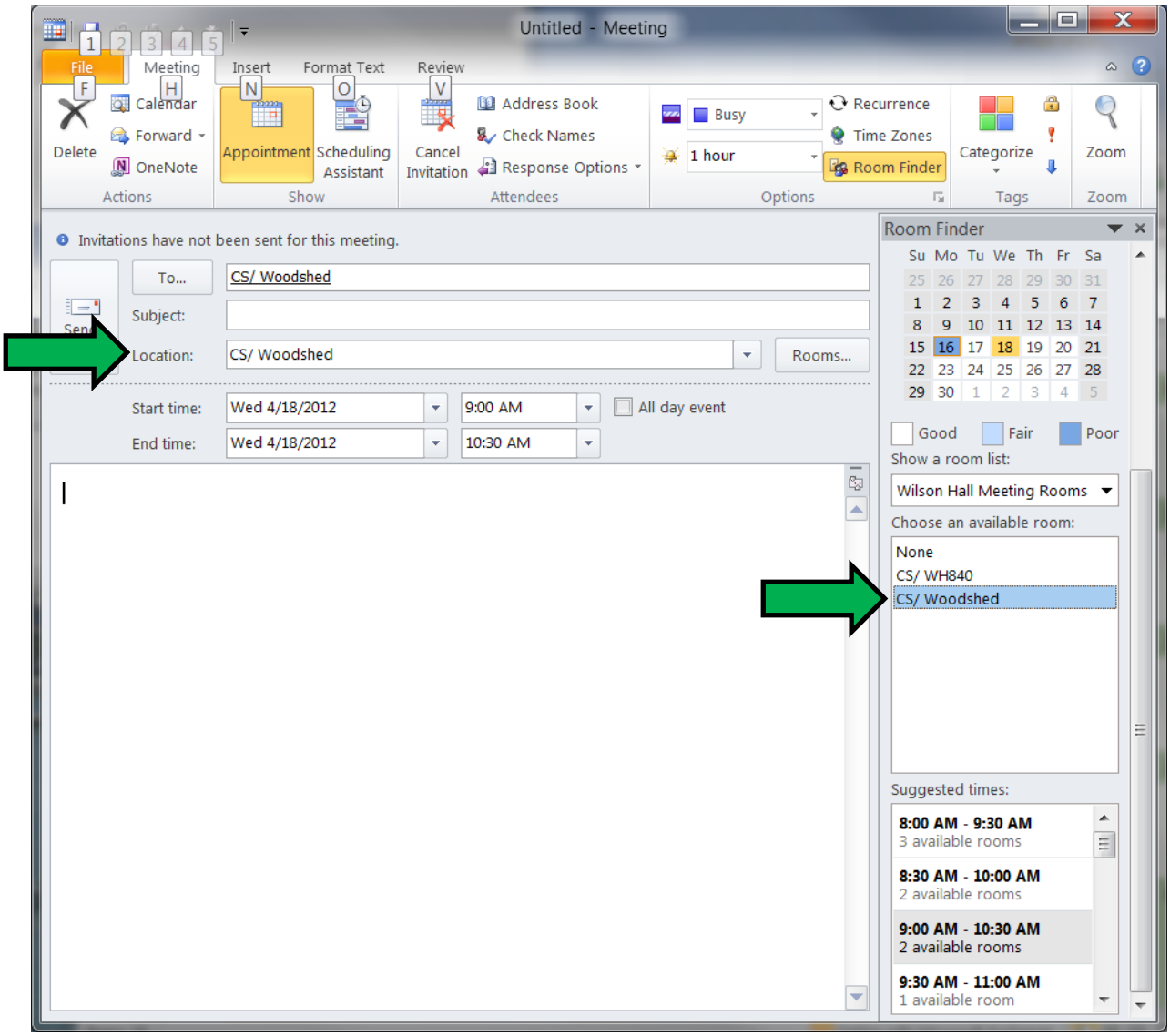
c. Under “Show a room list”, select the desired room list.



d. Select the desired time period.



e. If there is no room available, pick an alternate time period.



f. Select a room and the “Location” field will be populated with that room name.